

VILLAGE OF WELLINGTON PROCEDURE

Subject: Vehicle Washing Procedure

Date: November 2013

- I. **Purpose** – To establish a procedure for Village of Wellington vehicles to receive car wash services.
- II. **Responsibility** – Department Director
- III. **Scope** – This procedure describes the frequency and cost guidelines for the washing of Village owned vehicles.
- IV. **Definitions:**
- Interior/Exterior Wash includes basic car wash, vacuuming of inside and trunk, inside window cleaning, interior vinyl and tire cleaning.
 - Detailing includes interior/exterior wash, cleaning and shampooing upholstery and carpet; it does not include exterior waxing or buffing.
- V. **Frequency and Cost Guidelines**
A Village vehicle will only be washed if it is dirty, (i.e. clumps of mud on the vehicle, decal or logo obstructed, excessively dusty, etc.)

Type of Service	Frequency	Approved Cost
Basic Car Wash	Not to exceed (1) per week, as needed	Maximum allowable: \$9
Interior/Exterior Wash	Not exceed (1) per month, as needed	Maximum allowable: \$20

Vehicles shall not be washed in excess of (2) times per month.

- VI. **Exceptions**
Exceptions to this policy may be granted with written approval from the Village Manager or designee. Violation of this policy may result in a request for reimbursement of any amount which exceeds the maximum allowable cost expressed here within and further disciplinary action up to and including termination.